

# Retention and Classification Report

**Agency:** Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs (3239)

120 North 200 West, Suite 419  
Salt Lake City, UT 84103

**Records Officer** Theresa Oram

23063	Financial Information Network payment records
24868	Medicaid records
25993	Youth offender case files (Davis County office)
13969	Youth offender case files (Ogden office)
13318	Youth offender case files (Orem office)
06570	Youth offender case files (Salt Lake City)
27918	Youth offender case files (Springville Office)

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 23063

3

**TITLE:** Financial Information Network payment records

**DATES:** 1990-

**ARRANGEMENT:** Numerical by document number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

**AUTHORIZED:** 07/26/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 23063

**TITLE:** Financial Information Network payment records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 24868

3

**TITLE:** Medicaid records

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by last name

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These records are used to determine eligibility of program participants for Medicaid services for youth offenders under state supervision. Specific types of documents include Medicaid applications, copies of birth certificates, parental income declaration forms, and copies of placement services contracts.

**RETENTION:**

Retain 10 years after file is closed.

**DISPOSITION:**

Destroy provided no litigation is pending.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 31.

**AUTHORIZED:** 02/10/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after file is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided no litigation is pending.

**APPRAISAL:**

Administrative Fiscal Legal

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 24868

**TITLE:** Medicaid records

(continued)

**PRIMARY CLASSIFICATION:**

Private 63G-2-302 (2008)

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 25993

3

**TITLE:** Youth offender case files (Davis County office)

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date of release

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the Court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information ; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement (PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual , family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asses declarations.

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 25993

**TITLE:** Youth offender case files (Davis County office)

(continued)

**RETENTION:**

Retain 23 years after termination.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

**AUTHORIZED:** 12/05/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after termination and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 25993

**TITLE:** Youth offender case files (Davis County office)

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)



**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 13969

3

**TITLE:** Youth offender case files (Ogden office)

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date of release

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 13969

**TITLE:** Youth offender case files (Ogden office)

(continued)

**RETENTION:**

Retain 23 years after termination.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

**AUTHORIZED:** 12/07/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after termination and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 13969

**TITLE:** Youth offender case files (Ogden office)

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 13318

3

**TITLE:** Youth offender case files (Orem office)

**DATES:** 1970-

**ARRANGEMENT:** Chronological by date of release.

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These files document the history of offenders in the State of Utah for youths over 10 and under 21 years of age who have been committed or admitted to the custody of the division by the court following adjudication for a delinquent act. Information includes discharge order; information sheet; consumer information sheet; request for discharge from parole; hearing notice; youth parolee's quarterly evaluations; psychological evaluations; Utah State Industrial School admission sheet; scholastic case records; and placement agreement. This record also includes court summons; mug shots; restitution work program; case report; verification of medical eligibility; application for financial, medical, and food stamps; primary person characteristics; service activity form; authorized needs approval/one time payment; correspondence; service activity form; supply list; birth certificate; parole documentation list; social security card; birth certificate; grievance procedure for parent; visiting arrangements; juvenile court review; and medical release summary.

**RETENTION:**

Retain 23 years after termination.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

**AUTHORIZED:** 12/07/2005

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 13318

**TITLE:** Youth offender case files (Orem office)

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after termination and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

**APPRAISAL:**

Administrative Legal

This disposition is based on the administrative needs expressed by the agency and Utah Administrative Code R542-2-5(E) (1992), which specifies that these records be retained for at least 21 years. Also, these records have a secondary historical value to researchers interested in Utah youth corrections policies.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 62-2-303 (2008)

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 6570

3

**TITLE:** Youth offender case files (Salt Lake City)

**DATES:** 1978-

**ARRANGEMENT:** Chronological by date of release

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 6570

**TITLE:** Youth offender case files (Salt Lake City)

(continued)

**RETENTION:**

Retain 23 years after termination.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after termination and then transfer to State Records Center. Retain in State Records Center for 22 years and then destroy.

**APPRAISAL:**

Administrative Legal

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 6570

**TITLE:** Youth offender case files (Salt Lake City)

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)



**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 27918

3

**TITLE:** Youth offender case files (Springville Office)

**DATES:** 2008-

**ARRANGEMENT:** alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the Court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information ; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement (PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual , family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asses declarations.

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 27918

**TITLE:** Youth offender case files (Springville Office)

(continued)

**RETENTION:**

Retain 23 years after termination

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

**AUTHORIZED:** 03/30/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after termination and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services.  
Office of Community Programs

**SERIES:** 27918

**TITLE:** Youth offender case files (Springville Office)

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)